



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EDAA-2 **Community User Library Cards**

APPROVED: May 11, 1983 **REVISED:** December 6, 2012
Year of last review: 2021
AUTHORIZING BOARD POLICY: EDAA

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To provide the process for the issuance of community user identification cards to the residents of El Paso County enabling them to borrow materials or to use the technology in the Libraries.

PROCEDURE:

I. Application Procedure

- A. Community user identification cards will be issued at any EPCC Library to eligible residents of El Paso County who are at least 17-years-old and do not owe the College any money.
- B. The patron shall complete an application form and show a valid picture identification showing proof of age and residency. Items for this purpose may include a Texas driver's license or Texas ID or Military ID card, or a current picture ID along with a utility receipt, or a city or county tax receipt.
- C. The card is valid for one (1) year from the date of issue, at which time it may be renewed.
- D. There shall be a \$1.00 charge for lost or damaged cards

II. Community User Privileges

- A. Community user identification card holders shall adhere to all circulation regulations set forth for EPCC students, faculty*, and staff and all operating procedures governing non-student usage of library technology.
- B. The authorized card holder must present the valid identification card along with a current picture ID to check out materials or to use computer technology resources.
- C. EPCC students, faculty and staff shall be given priority to library materials or computer technology resource use. The library reserves the right to recall materials on loan to a community user identification card holder, and to restrict and/or limit the use of library computer technology resources.
- D. Circulation privileges shall be limited to a total of two (2) items at a time. Each campus library reserves the right to develop and implement additional circulation procedures based on EPCC student demand and need.
- E. Community card users are not eligible for Interlibrary Loan (ILL), or document delivery.

III. Loss or damages to El Paso Community College resources or equipment.

- A. The replacement cost plus a \$10.00 processing fee shall be paid promptly by the card holder for each lost/damaged library item(s) per EPCC Procedure EDAA-1 *Processing of Library Fines and Lost or Damaged Material Charges*.
- B. The card holder shall be financially responsible for the replacement cost of any EPCC computer technology resources that are lost or are damaged deliberately through misuse.

***Note:** The word "faculty" denotes instructors, counselors and librarians.

- C. Failure to settle the account shall result in the revocation of the community user identification card. Reapplication may be made after the account is settled. Delinquent accounts are forwarded to the College's Accounts Receivable Department for collection.

IV. Revocation of Privileges

- A. Failure to comply with established policies and procedures may result in the immediate revocation of all user card privileges. Reapplication may be accepted within a year from loss of privileges.
- B. EPCC reserves the right to restrict and/or decline privileges to individuals who continually abuse or violate established procedures.

V. All other Facilities

The use of other facilities by groups or community must follow EPCC Procedure GD-2a *Use of Campus Facilities, Furniture, Fields and Other Assets for District and Non-District Activities*.